Instructions for Completing a Quarterly Report on UI eServices for Employers

Step 1: Did you pay wages?

Select which option best fits your current filing needs:

- No wages paid

  OR

- File a report with wages

Note: Even if you paid no wages for the quarter, if your account is active, you must file a quarterly report. Failure to do so may result in a Late File Penalty of $25.

If you select "No wages paid", then simply click "Submit" to file your report.

If you select "File a report with wages", proceed to Step 2.

Step 2: Enter Employee Counts

In the spaces provided, corresponding to the months of the quarter you are filing, enter the number of employees that were on your payroll on the 12th day of the each month.

If you had no employees on your payroll on the 12th day of one or more of the months in the quarter, enter 0 (zero) for that month(s). Do not attempt to leave the fields blank - they are required.

Proceed to Step 3.

Step 3: Enter Wages

For each employee paid wages during the quarter, you must report their:

- Full Social Security Number (SSN)
- Last Name
- First Name
- Total Gross Wages Paid for the Quarter

NOTE: SSNs are required. If you do not have one and feel you cannot reasonably obtain one for a particular employee before the report due date, you may check the "Missing SSN" checkbox. However, our office will be following up with you via letters and phone calls in an attempt to resolve the missing SSN.

You have three options for entering wage records into eServices:

1. Manually key all of the required information into the wage table at the bottom of the screen.

- Utilize the tab key to move from field to field entering the SSN, Last Name, First Name, and Gross Wages.
- Once you have keyed all your wage records, click “Submit” to file the report.

2. If you filed wages in the previous quarter, use the “Load Previous Quarter’s SSNs” option on the top right side of the wage table to populate all of the SSNs and Names of the employees you filed in the previous quarter.
    - Once you have auto-populated the table with the employee recorded from the previous quarter, you will need to key in the gross wages paid to each employee for this quarter.
    - You can sort the list by SSN, Names, or Wages simply by clicking the title cell of the respective column you wish to sort.
    - To delete a record (possibly due to an employee not working for you this quarter), click the Red X next to the row.
    - Be sure to add any additional employees that did not work for you last quarter by manually keying them into the blank lines at the bottom of the table.
    - After you enter all of the Gross Wage amounts, and add or remove employees as necessary, click “Submit” to file your report.

3. Use the Import button at the top or bottom of the screen to import a properly formatted CSV or Excel file containing all of the employees’ wage record information.
    - See the **File Import Instructions** at the top of the Quarterly Report page for instructions on how to format your CSV or Excel file.
    - Once you have a properly formatted file, click the Import button, browse to where you have the file saved, select the file, and click “Import”.
    - Verify the imported information is correct and then click “Submit” to file your report.

Regardless of which method you use to Enter Wages, UI eServices for Employers will calculate:

- The total **Gross Wages** you paid for the quarter,
- **Excess Wages** (if applicable),
    - The Excess calculation is based on the information you previously filed for each employee for the year and the Taxable Wage Limit for the year. To ensure Excess computes correctly, it is very important for you to file your reports on time and in order (1st quarter, 2nd quarter, etc.).
    - Governmental and Reimbursable employers cannot claim excess.
- **Taxable Wages** (Gross – Excess = Taxable), and
- **Tax Due** (Taxable Wages X Your Rate = Tax Due)

Save and Finish Later

At any time while completing your quarterly report, you may click the “Save and Finish Later” button. This option will save the information entered and allow you to return and finish the report at a later date/time. Please remember “Save and Finish Later” does not “Submit” your report. You must return and click “Submit” to file your report.

Upon submitting your report, you will receive a confirmation number and be directed to where you can make a payment (if applicable). You will also have the opportunity to print a copy of the report for your files, if desired.